eRA Commons xTrain External/Institutional User Guide

May 2020

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Toll-free: 1-866-504-9552

Phone: 301-402-7469

TTY: 301-451-5939

Web: http://grants.nih.gov/support/ (Preferred method of contact)

Email: commons@od.nih.gov (for Commons Support)

Email: helpdesk@od.nih.gov (for IMPAC II Support)

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

DISCLAIMER STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

2 Latest Updates

2.0.1 May 2020

When viewing and completing the Statement of Appointment form, a new field, **Education/Career Level**, lets you specify the trainee's current education level, as this information is not populated from the Personal Profile.

2.0.2 July 2018

The Activity Code table was updated to add R38.

TABLE OF CONTENTS

LIST OF FIGURES

LIST OF TABLES

1 Purpose

The purpose of this document is to provide guidance on the use of xTrain to Institutional (external) users. For more information regarding research training and research career opportunities offered by the National Institutes of Health (NIH), please visit the Office of Extramural Research (OER) Grants Training page at http://grants.nih.gov/training/index.htm.

1.1 Scope

This document indicates how to access xTrain, provides a description of xTrain user roles, and explains the process for submitting appointments, re-appointments, amendments and termination notices. This xTrain External User Guide, as well as additional reference material, is available on the Institutional Research Training and Career Development Awards page: http://era.nih.gov/training_career/index.cfm.

2 What is xTrain?

xTrain provides program directors/principal investigators, university administrators, and trainees the ability to electronically prepare and submit PHS 2271 Statement of Appointment forms and PHS 416-7 Termination Notices associated with institutional research training programs, institutional career development awards, individual fellowships and research education awards. xTrain is also used by agency grants management staff to review and process the appointments and termination notices submitted electronically.

Grantee institution staff can use xTrain to:

- Create, route, and submit Appointments, Re-appointments, Amendments and Termination Notices
- Track the status and timing of actions taken by xTrain users

xTrain eliminates the need for signed paper forms, except in the following situations:

Permanent U.S. residents must submit a signed and notarized statement certifying that they have (1) a Permanent Resident Card (USCIS Form I-551), or (2) other legal verification of such status

Signed hard copies of Payback Service Agreements are required for postdoctoral trainees in their first year of Kirschstein-NRSA support. For more information on the Payback Service Agreement policy, please refer to this web site. http://grants.nih.gov/grants/policy/nihgps_2013/nihgps_ch11.htm#_Toc271265163

2.1 Activity Codes Supported

The information that lists the current activity codes supported by xTrain can be accessed from the xTrain *My Grants* screen. NRSA fellowships (F30, F31, F32 and F33) can only be terminated. T15's are for the National Library of Medicine and CDC. T01, T02, T03, and T42 are for CDC only. Select the **List of Activity Codes currently supported in xTrain** hyperlink to access this document.

2.1.1 xTrain Activity Codes

Activity Code: A three-character code used to identify a specific category of extramural research activity, applied to various funding mechanisms.

The table below shows a list of xTrain Activity Codes.

Activity Codes Supported in xTrain
(as of July 2018)

Activity Code				
F30	KL2	T01	T42	R25
F31	K12	T02	T90	R90
F32	KM1	T03	TL1	RL5
F33		T15	TU2	RL9
		T32		R38
		T34		
		T35		

2.1.2 Stipend Level Links by Fiscal Year

The **Stipend Level Links by Fiscal Year** hyperlink is on the *My Grants* screen for (Principal Investigator) PD/PI users.

This link points to the Kirschstein-NRSA Stipend History spreadsheet. The spreadsheet displays stipend levels for current and previous years.

A	Y	Z	AA	AB	AC	AD	AE	AF
1 Kirschstein-NRSA Stipend History								
2								
3	2005	2006	2007	2008	2009	2010	2011	2012
8 Undergraduates in the MARC and COR Programs								
9 Freshmen/Sophomore	7,812	7,812	7,812	7,812	7,896	7,980	8,136	8,304
10 Juniors/Seniors	10,956	10,956	10,956	10,956	11,064	11,172	11,400	11,628
11 Pre- and Post-Doctoral Kirschstein-NRSA Participants								
12 Pre-doc	20,772	20,772	20,772	20,772	20,976	21,180	21,600	22,032
15 Post-doc Level 0	35,568	36,996	36,996	36,996	37,368	37,740	38,496	39,264
16 Post-doc Level 1	37,476	38,976	38,976	38,976	39,360	39,756	40,548	41,364
17 Post-doc Level 2	41,796	41,796	41,796	41,796	42,204	42,624	43,476	44,340
18 Post-doc Level 3	43,428	43,428	43,428	43,428	43,860	44,304	45,192	46,092
19 Post-doc Level 4	45,048	45,048	45,048	45,048	45,504	45,960	46,884	47,820
20 Post-doc Level 5	46,992	46,992	46,992	46,992	47,460	47,940	48,900	49,884
21 Post-doc Level 6	48,852	48,852	48,852	48,852	49,344	49,836	50,832	51,582
22 Post-doc Level 7	51,036	51,036	51,036	51,036	51,552	52,068	53,112	54,180
23 NIH Guide Announcement Numbers and Hyperlinks:	NOT-OD-06-032	NOT-OD-06-026	NOT-OD-07-057	NOT-OD-08-036	NOT-OD-09-075	NOT-OD-10-047	NOT-OD-11-067	NOT-OD-12-033

2.2 xTrain Forms Supported

xTrain supports electronic submission of the following forms:

- Statement of Appointment Form (PHS 2271)
- Termination Notice (PHS 416-7)

Payback Agreement (PHS 6031)—This agreement is available for download/printing with instructions for signing and submitting the agreement via postal mail. xTrain will populate the basic information prior to printing

Form-specific information and instructions can be found at http://grants.nih.gov/grants/forms.htm.

2.3 xTrain External User Roles

External User Role	Description
BO (Business Official)	A Business Official has signature or other authority related to administering grantee institution training grants.
SO (Signing Official)	A grantee institution's Signing Official has authority to legally bind a grantee institution for grant matters.
PD/PI	The Program Director or Principal Investigator is responsible for the overall direction of the training program and has the

Table 1: External User Roles

External User Role	Description
(Program Director/Principal Investigator)	skills, knowledge and resources necessary to organize and implement a high quality research training program. In Commons, this role is called the PI role but is used for PDs as well. The Fellow also has the PI role. The PD/PI selects and appoints Trainees, amends appointments (when necessary), and initiates Termination Notices. A multi-PI can perform the same actions as the Contact PI
PD/PI Delegate (ASST)	An ASST user is a grantee institution individual that is delegated authority to perform Program Director/Principal Investigator xTrain training appointment functions. A user with the ASST role cannot submit appointments.
Trainee	Trainee: A person appointed to and supported by an institutional Kirschstein-NRSA or non-NRSA research training award Scholar: A person appointed to and supported by an institutional career development award Participant: A person appointed to and supported by a research education award.
Sponsor	The Sponsor is a person who mentors Fellows and can initiate and facilitate the termination of a fellowship. The Sponsor can submit the Termination Notice for foreign and federal fellowships only.
Sponsor Delegate	Users with this authority are able to perform actions similar to the Sponsor role but they are not able to submit the fellowship Termination Notice to the Agency.

Table 1: External User Roles

NOTE: The Signing Official (SO), Administrative Official (AO) and Accounts Administrator (AA) can grant Business Official (BO), Principal Investigator (PI) or Assistant (ASST) roles to individuals within the grantee institution. Signing Officials can also give Business Official privileges to themselves. Trainees without eRA accounts will be invited to register as part of the xTrain appointment process.

For more information on xTrain external user roles and the actions they can take, see the eRA Commons Roles list at http://era.nih.gov/files/eRA_Commons_Roles.pdf

2.4   508 Compliance

The xTrain module meets the compliance regulations of section 508. The standard makes products accessible to people with disabilities, including those with vision, hearing, and mobility impairments.

3 Accessing xTrain

xTrain user interfaces and functionality are accessed from the Commons module. An eRA Commons account is needed in order to use xTrain.

See the NIH eRA Commons System User Guide and corresponding subsections listed below for details on accessing the Commons System and obtaining a Commons user account:

- System Requirements
- Accessing the Commons
- Password Policy
- Getting Help

To login to xTrain:

1. Login to eRA Commons at https://commons.era.nih.gov/commons/. If you have forgotten your password, select the **Forgot Password/Unlock Account?** hyperlink.

2. Once logged in, on the navigation bar at the top of the screen, click the **xTrain** tab.

When a user accesses xTrain, the system displays the appropriate screen based on the user's role. The table below lists external user roles and the default screen displayed at xTrain access for the user role.

Role	Default Screen Display
PD/PI	My Grants
ASST with xTrain delegation	My Grants
Trainee	Appointments and Terminations
SO or BO	List of Grants Search

Table 2: Initial xTrain Access

xTrain will only populate lists with grants associated with the eRA Commons account with which the user is logged in. If you have had multiple eRA Commons accounts, you may need to merge the historical information associated with your accounts.

3.1   Accessing xTrain with Multiple PI Affiliations

Principal Investigators (PIs) affiliated with more than one institution can select which institution to work with after logging into commons.

1. Log into Commons.

If affiliated with multiple institutions, the name of the default institution displays as a link within the Welcome section located in the upper right corner of each Commons page.

2. Click on the link displaying the name of the institution.

2. The *Change Affiliation* screen opens. This screen lists the names of all institutions with which you are affiliated.
3. Select the radio button of the institution.
4. Click the **Submit** button.
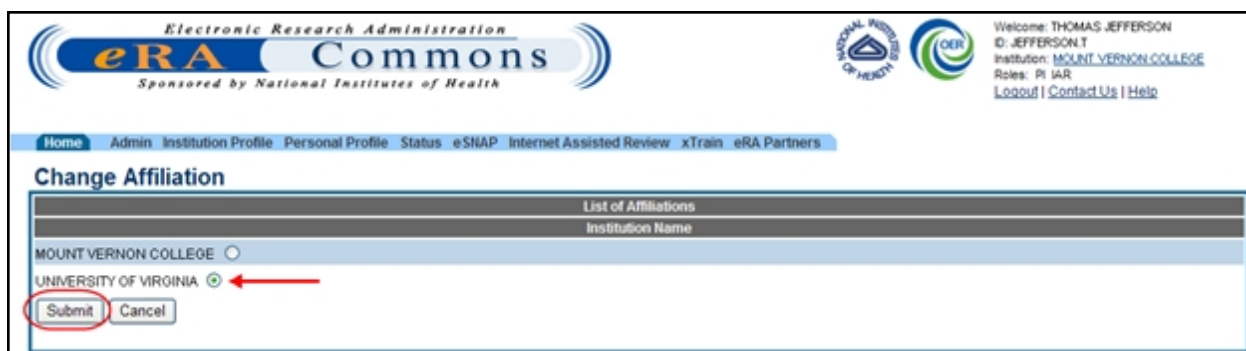
5. The *Commons* home page displays with the *Institution* fields updated to the selected affiliated institution.
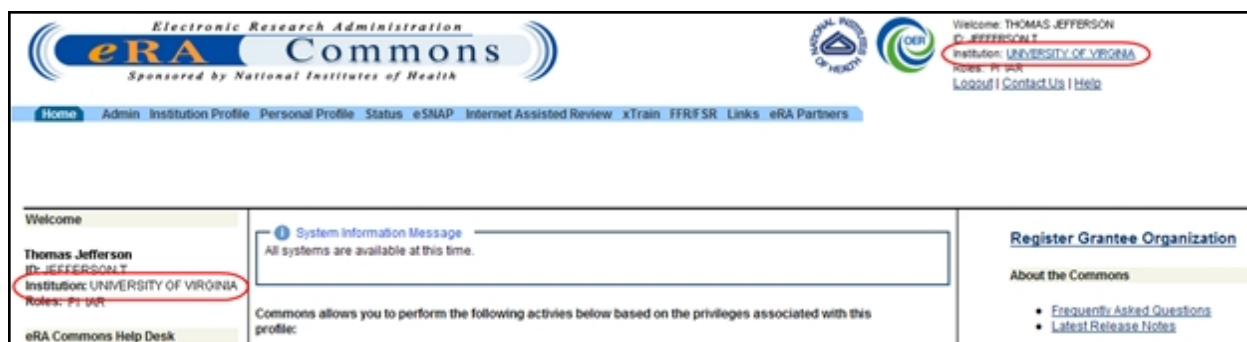
The grant information displayed in the various Commons modules will be for the selected institution only. Repeat the steps above to switch to another institution.

NOTE: Changing the institution can be done from any screen in Commons. The *Welcome* area in the upper right displays the Institution name as a link on all screens, not just on the *Commons* home page.

3.2 Accessing xTrain – PD/PI

PD/PI users are brought to the *My Grants* screen when the **xTrain** tab is selected. This screen displays all training grants for which the user is listed as being the PD/PI.

Clicking on any **Grant Number** takes the user to the *Grant Summary* screen.

Estimated Number (#) of Trainees refers to the number of slots available for the specified training period. The **Number (#) of Accepted Appointments** refers to the number of paper or electronic appointments already accepted by the Agency for the specified training period.

Clicking on a **Grant Number** hyperlink retrieves the *Commons PI View* screen, which provides grant information for that project. PDF versions of Appointments and Termination Notices can be retrieved when the hyperlink is selected.

Clicking the **View Trainee Roster** hyperlink on the *My Grants* screen will take you to the *Trainee Roster* screen. Clicking the **View Pending Submissions** hyperlink on the *My Grants* screen will allow PD/PI users to submit more than one appointment at a time instead of individually.

The different possible choices for some of the columns on the Trainee Roster page are listed below:

(1) **Appointment Type**:

- *New* – The appointment is the first for the trainee on this grant (will also indicate "New" if the original appointment was submitted on paper)
- *Re-appointment*--The trainee has had a previous appointment on this grant.
- *Amendment*--The original appointment has changed, and this is the newest version.

(2) **Appointment Status**: Clicking on the hyperlink will display the appointment routing history.

- *Pending Agency Review* --The appointment has been submitted to the agency. On Hold by Agency-- The appointment has been submitted and the agency reviewer has put it on hold.
- *On Hold by Agency* - The appointment has been submitted and the agency reviewer has put it on hold.
- *On Hold by Agency* – Awaiting Paper Signature--The appointment has been submitted and the agency reviewer has put it on hold while waiting for the Payback Agreement and/or the documentation for a permanent resident.
- *In Progress PI*-- The PD/PI or the assistant is working on the appointment.
- *In Progress Trainee* – The trainee is working on the appointment.
- *Accepted* –The agency reviewer has accepted the appointment.
- *Terminated*—The appointment or fellowship has been terminated.

(3) **Appointment/Termination Source**:

- *Paper* – The appointment or termination notice was submitted on paper.
- *Electronic*—The appointment or termination notice was submitted electronically through xTrain.

(4) **Termination Status**:

- *In Progress BO*--The Business Official is working on the termination notice.
- *In Progress PI*-- The PD/PI (includes fellows) or an assistant is working on the termination notice.
- *In Progress Trainee*--The Trainee is working on the termination notice.
- *Pending Agency Review*-- The termination notice has been submitted to the Agency
- *On Hold by Agency*- The Agency has reviewed the termination notice, but has not yet accepted it.

- *On Hold by Agency* – Awaiting Award Revision –An early termination notice has been submitted for a fellowship and it has been placed on hold until the award can be revised
- *Accepted*—The Agency has accepted the termination notice.

(5) **Current Reviewer**—Indicates the individual who performed the action

(6) **View**:

- **View 2271**-- Displays the PDF version of the 2271.
- **View TN**—Displays the PDF version of the termination notice.
- **View Payback**—Displays the PDF version of the termination notice.

(7) **Action**:

- **Process 2271**—Allows the user to take various actions to process the 2271.
- **2271 Form**—Allows users to view PDF or validate (view errors and warnings.)
- **Amend 2271**—Allows users to start the amend process.
- **Initiate TN**—Allows users to start the termination process.
- **Process TN**-- Allows the user to take various actions to process the termination notice.
- **Reappoint 2271** (This only appears when there is an awarded future year for the grant to which the Trainee has not already been appointed.)—Allows users to reappoint a trainee to the same grant.

3.3 Accessing xTrain – ASST

PD/PI delegates (ASSTs) are brought to the *My Grants* screen when the **xTrain** tab is selected. This will bring up the *My Grants – Select Delegator* screen.

If multiple PD/PIs have delegated xTrain authority to the same ASST, the ASST must select a specific PD/PI from the drop-down list and then click **Select Profile**.

3.4 Accessing xTrain – Trainee
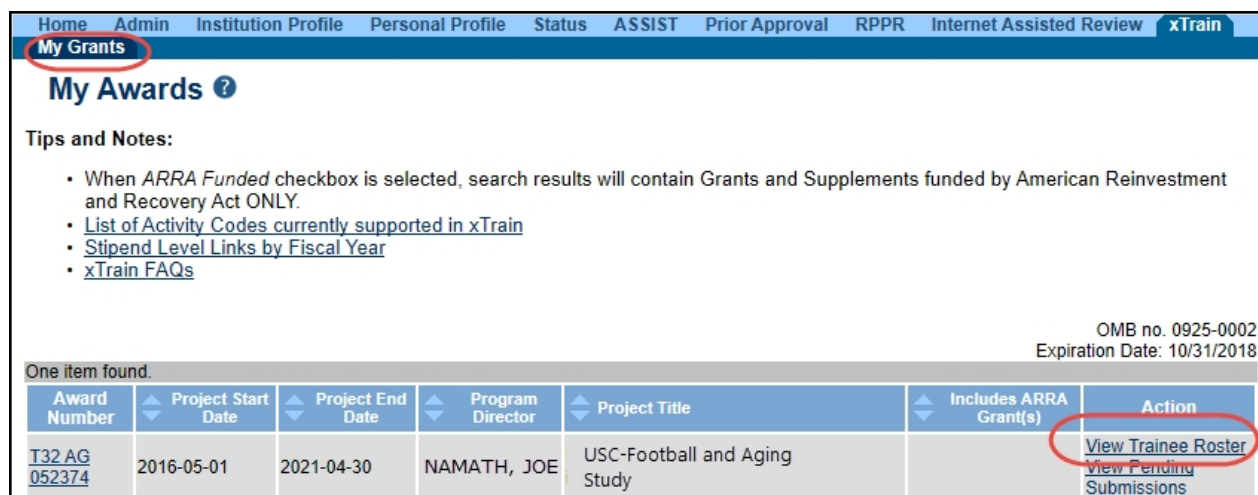
Trainees are brought to the *My Appointments and Terminations* screen, which will display the Trainee's Appointments and Terminations and allow the trainee to process them, if necessary.

3.5 Accessing xTrain – PD/PI and TRAINEE Roles

In some circumstances, an individual may have both the Trainee and PD/PI roles. If the trainee has applied for a fellowship or another award from the Agency in the past, he or she will see the menu tab: **My Appointments and Terminations** in addition to the **My Grants** menu tab. Upon logging in the default menu tab is **My Grants** under the **xTrain** menu tab.

3.5.1 View Trainee Roster as PD/PI

On the My Grants screen, click the View Trainee Roster hyperlink to view the Trainee Roster screen.

The system displays the *Trainee Roster* screen. Refer to the section/topic titled *Accessing xTrain – PD/PI* for more information on the *Trainee Roster* screen.

3.5.2 View My Appointments and Terminations as Trainee

To view any appointments and/or terminations, click on the My Appointments and Terminations tab under the xTrain tab.

The system displays the Trainee Appointments and Terminations screen.

To return to the *Trainee Roster* screen, click on the **My Grants** tab under the **xTrain** tab. Then click on the **View Trainee Roster** hyperlink.

3.6 Accessing xTrain – Admin (SO, BO)

After accessing xTrain, Admin users (BO, SO) are brought to the *List of Grants* screen.

3.7 Exiting xTrain

To exit xTrain:

Click the **Logoff** link located in the upper right corner of the screen.

4 Account Setup

4.1 Account Setup – PD/PI

eRA Commons users with the SO role or AA role can create accounts with Trainee, BO, PD/PI or ASST roles or they can add these roles to existing accounts. Trainees without eRA accounts will be invited to register as part of the xTrain appointment process.

To initiate an eRA Commons account for a Trainee as part of the xTrain process, complete the following steps.

1. Click the **View Trainee Roster** hyperlink on the *My Grants* screen.

2. On the *Trainee Roster* screen, the PD/PI or the Delegate will click **Create New Appointment** hyperlink under the desired budget period they want to add Trainee.

3. Click the **Identify Trainee** hyperlink from the *Trainee Roster* screen.

4. Provide search criteria then click **Search** button.

NOTE: Wild-card character (%) is allowed after the first three letters of the Last Name.

5. If no records are found, you can refine the search and try again. OR...

6. If unable to find a match, select **Create New Trainee Profile** button.

7. Provide required info then click **Continue** button.

The *Statement of Appointment* screen will appear.

Here are the Business Rules for bottom portion of the Statement of Appointment Form.

1. Period cannot exceed 12 months and the start date must fall within the budget period.
2. The Stipend level must be entered for everyone except for scholars and participants. Must be appropriate to trainee degree and experience.
3. Users enter salaries/other compensation for a whole or partial year for scholars or participants.
4. Must recalculate date if calendar boxes are used.

For information on the Grant's Policy Statement, please refer to Section 11.3.7, *Initiation of Support*, at this web site. http://grants.nih.gov/grants/policy/nihgps_2013/nihgps_ch11.htm#_Toc271265126

7. Enter in all the required fields. Then click the appropriate **Save** button.

8. The *Invite Trainee to Register* screen has 2 option buttons:

   a. **Invite Trainee Now**
   b. **Invite Trainee Later**

If the **Invite Trainee Now** button is selected, the system sends an email to the Trainee. Within the email will be a hyperlink to begin Creating a New Account.

If the **Invite Trainee Later** button is selected, you will return to the 2271 form. The **Re-invite Trainee** button will appear at the bottom of the 2271 form for future use.

Processing of the 2271 form cannot be continued until the Trainee has registered. This event appears in the 2271 Routing History.

4.2 Account Setup – Trainee

The Program Director/Principal Investigator (PD/PI) initiates the Trainee's training appointment within the xTrain system and routes the Appointment Form (2271) to the Trainee. The Trainee uses xTrain to complete the form and route it back to the PD/PI with his or her electronic signature. A similar process is used again at the end of a Trainee's Appointment with a Termination Notice.

NOTE: Trainee must be a U.S. citizen or permanent resident at the time of the appointment.

4.2.1 Setting Up eRA Commons Account

If you already have an account, the Trainee role will be added, and you will be asked to update your Personal Profile.

If you do not have an eRA Commons account, the xTrain system will automatically send you an e-mail with a hyperlink and instructions for registering in Commons as part of the Appointment or Termination process.

To: <Trainee Email>

Subject: eRA Commons – xTrain: Create an Account

Dear Trainee:

This is a system-generated invitation to the eRA Commons xTrain website in connection with your participation as a Trainee for Program Director [PI name] on a Grant [Grant #].

To participate in the Appointment and/or Termination forms submission, you will need to log on to the eRA Commons website with a user name and password.

Please visit this web site to create your account as soon as possible. Open your Web browser and go to the URL **<insert customized registration url with encrypted person_id>** (You can copy and paste this address into the "Location" window of your browser, and press Enter. If the URL doesn't work, make sure it is complete and hasn't been broken over multiple lines. If the URL spans more than one line make sure you are entering all of it in the location window of your browser and that there are no spaces in the address.)

Follow the instructions on the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access xTrain with temporary password which will be sent to you in a separate email. Please note that you cannot use eRA Commons xTrain system until your account is active.

For more information on setting up trainee accounts, please refer to the [Account Management System (AMS)](#) online help.

After the account creation is completed, an email is sent to the trainee to invite the trainee to register. After registering an email is sent stating that the account request is being reviewed by NIH. When the account is approved, another email is sent stating that the account has been created and the user name. A separate email is sent which contains a temporary password for accessing Commons. After logging in with the temporary password, you are prompted to change the password.

4.3 Account Setup – Trainee from the Account Management Tab

An SO or other Commons user with Administrative roles can use the eRA Commons *Create Account* screen to create or manage a Trainee account from the **Account Management** tab using a similar process as in the xTrain module.
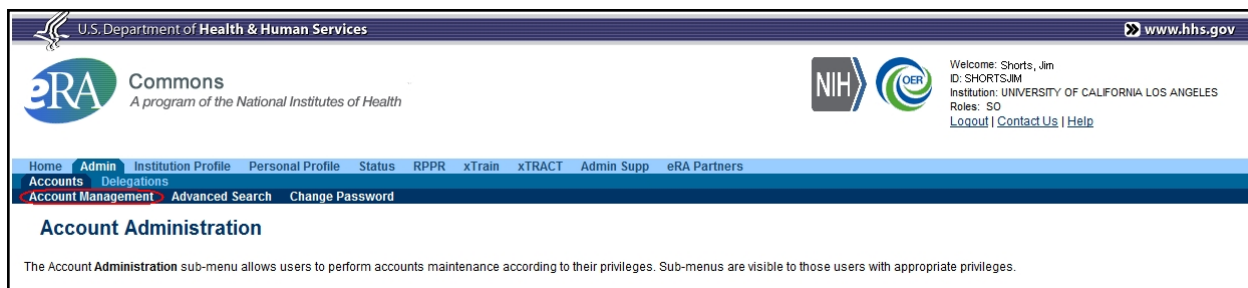
For more information on setting up trainee accounts, please refer to the Account Management System (AMS) online help.

5 Personal Profile

The Personal Profile module in Commons is the central repository of information for all Commons registered users. It is designed so that individual eRA system users hold and maintain ownership over the accuracy of their own profile information. This profile information is then integrated throughout eRA's systems and used for a variety of agency business such as peer review, application data, and trainee data.

Personal profile information is used to pre-populate appointment and termination forms in xTrain. The xTrain system will check to ensure that you have provided all the necessary information prior to routing your xTrain forms back to the PD/PI.

5.1 Personal Profile Fields Checked by xTrain

- Degree(s) – At least one degree is needed (if the stipend level on the xTrain appointment is higher than pre-Bachelor's degree) *see below
- Race
- Gender
- DOB – Date of Birth
- eRA Email
- Citizenship

5.2 Disadvantaged Background

To provide guidance in answering this question, the Trainee-Specific Information screen provides a hyperlink to further information on disadvantaged background. As of the date of this publication, disadvantaged backgrounds are described as follows.

NIH defines individuals from disadvantaged backgrounds as:

1. Individuals who come from a family with an annual income below established low-income thresholds. These thresholds are based on family size, published by the U.S. Bureau of the Census; adjusted annually for changes in the Consumer Price Index; and adjusted by the Secretary for use in all health professions programs. The Secretary periodically publishes these income levels at http://aspe.hhs.gov/poverty/index.shtml.
2. Individuals who come from an educational environment such as that found in certain rural or inner-city environments that has demonstrably and directly inhibited the individual from obtaining the knowledge, skills, and abilities necessary to develop and participate in a research career. The disadvantaged background category applies only to NIH diversity-related programs focused on high school and undergraduate candidates.

Under extraordinary circumstances the PHS may, at its discretion, consider an individual beyond the undergraduate level to be from a disadvantaged background. Such decisions will be made on a case-by-case basis, based on appropriate documentation. Trainees beyond the undergraduate level should consult with their training grant PD/PIs for further instructions.

5.3 * List of Degrees

xTrain will check Degree information as part of the Appointment process as follows:

- PRE-BACCALAUREATE: does not have a Bachelor's degree
- PRE-DOC: must have a Bachelor's Degree or equivalent
- POST-DOC: must have a PhD, MD, or equivalent

NOTE: Trainee should provide information on degrees in progress and their expected completion date.

Use the **Add a Degree** button to provide new or additional degree information.

For more information on the *Personal Profile* Module, please refer to the Personal Profile topic in the Commons online help.

6 Search for WIP Appointments and Terminations - SO/BO

When the **xTrain** tab is selected for users with the BO and SO role, the *List of Grants* screen is the default screen. There is a **Search for WIP Appointments and Terminations** tab that when clicked displays the *Search for WIP Appointments and Terminations* screen. This screen provides the user the ability to find appointments, re-appointments, amendments and termination notices that are Work in Progress (WIPs). That is, the Appointments and Termination Notices are still in the process of being submitted or, if already submitted, not yet accepted.

1. To access the screen, click the **Search for WIP Appointments and Terminations** tab.

The Search Criteria include **Trainee Last Name**, **Trainee First Name**, **Grant # Type**, **Activity Code**, **IC**, **Serial Number**, **Year**, **Suffix**, **PD Last Name**, and **PD First Name**. If the **ARRA Funded Only** check box is selected, the system only displays ARRA funded grants.

NOTE: A red asterisk (*) next to the field name indicates a required field. Of these search fields, **IC** (Institute/Center) field is required.

2. Enter the appropriate search criteria.

In addition, the system requires searching by **WIP Record Status**.

The WIP Appointment statuses are:

- *In Progress PI* - The PD/PI is the current reviewer of the form.
- *In Progress Trainee* – The trainee is the current reviewer of the form.
- *All WIP Records*- The system displays all in progress records if appropriate.

The WIP Termination statuses are:

- *In Progress PI* - The PD/PI is the current reviewer of the form.
- *In Progress Sponsor* – The Sponsor is the current reviewer of the form.
- *In Progress BO* - The BO is the current reviewer of the form.
- *All WIP Records*- The system displays all in progress records if appropriate.

3. Select the appropriate appointment or termination status.
4. Click the **Search** button to execute the search or click the **Clear** button to clear out the search criteria.

When the **Search** button is clicked, the system displays the search results. If no records are found, the system displays the following message: *No records returned. Refine the search and try again*.

Trainee Name	Appointment Type	Grant Number	ARRA Flag	Appointment Start Date	Appointment End Date	Termination Date	Program Director	Institution	Degree Level	Source	Appointment Status	Paper Signature Received?	Termination Status	Current Reviewer	Proxy TN	View	Action
Shorts, Jim	New	5T32DK999999-39		07/01/2013	06/30/2014		Sweitzer, Albert	UNIVERSITY OF COLORADO DENVER	POST-DOC	Electronic	In-Progress Trainee	Payback: **Yes** Uncheck		2271:		View 2271 View Payback	2271 Form
Light, Bud	New	5T32DK999999-09		07/01/2013	06/30/2014		Salk, Jonas	UNIVERSITY OF COLORADO DENVER	POST-DOC	Electronic	In-Progress PI	Payback: **No** Check		2271:		View 2271 View Payback	2271 Form
Case, Sue	New	3T32DK999999-08S1		06/14/2010	08/06/2010		Hugo, Victor	UNIVERSITY OF COLORADO DENVER	PRE-DOC	Electronic	In-Progress PI	US Res: **No** Check		2271:		View 2271	2271 Form
Beach, Sandy	New	3T32DK999999-08S1		04/14/2010	06/15/2010		Snidley, Whiplash	UNIVERSITY OF COLORADO DENVER	PRE-DOC	Electronic	In-Progress PI			2271:		View 2271	2271 Form

Results   Search for WIP Appointments and Terminations Screen Displaying Appointment Search

The following hyperlinks are available in the **Appointment Status** column.

- *In Progress Trainee*
- *In Progress PI*
- *Accepted*

The following hyperlinks are available in the **Termination Status** column.

- *In Progress PI*
- *In Progress Sponsor*
- *In Progress BO*
- *Accepted*

When any of these hyperlinks are clicked the system displays the appropriate *Routing History* screen. For more information, please refer to the [Routing History](#) topic.

The following hyperlinks are available in the **View** column.

- **View 2271**
- **View Payback**

- **View TN**

When any of these hyperlinks are clicked the system displays the appropriate form in a PDF format. For more information please refer to the View 2271 and View TN topic or the Payback Agreement form topic.

The following hyperlinks are available in the **Action** column.

- **2271 Form**
- **Term Notice**

When the **2271 Form** hyperlink or the **Term Notice** hyperlink is clicked, the system displays the *Statement of Training Appointment* form screen or the *Termination Notice* form screen respectively. On both screens, there is a **Cancel** button and a **View PDF** button.

On *Statement of Training Appointment* form screen there is also a **Validate** button that when clicked, the system displays any validation errors. The validation process does not change any status. For more information, please refer to the Appointment Errors/Warnings Quick Reference topic for more information.

7 Appointments

A trainee may be appointed at any time during the grant budget period for an appointment period of 9 to 12 months (for T-activity codes that are not T35), without prior approval by the NIH awarding office.

The time period may be different for scholars appointed to institutional career development awards and participants appointed to research education awards.

At the time of the initial appointment and any subsequent reappointment, the training PD/PI must submit a Statement of Appointment to the NIH awarding office. The Statement of Appointment includes biographical and other information on the trainee and the stipend level for the period of appointment.

In addition to the Statement of Appointment, a signed Payback Agreement must be submitted for each postdoctoral trainee who is in his/her first 12 months of Kirschstein-NRSA postdoctoral support.

For more information concerning the 2271 form, see *Appendix A – Statement of Appointment (Form PHS 2271)* in the external xTrain user guide located at http://inside.era.nih.gov/files/xTrain UG_v2.26.0.0.pdf.
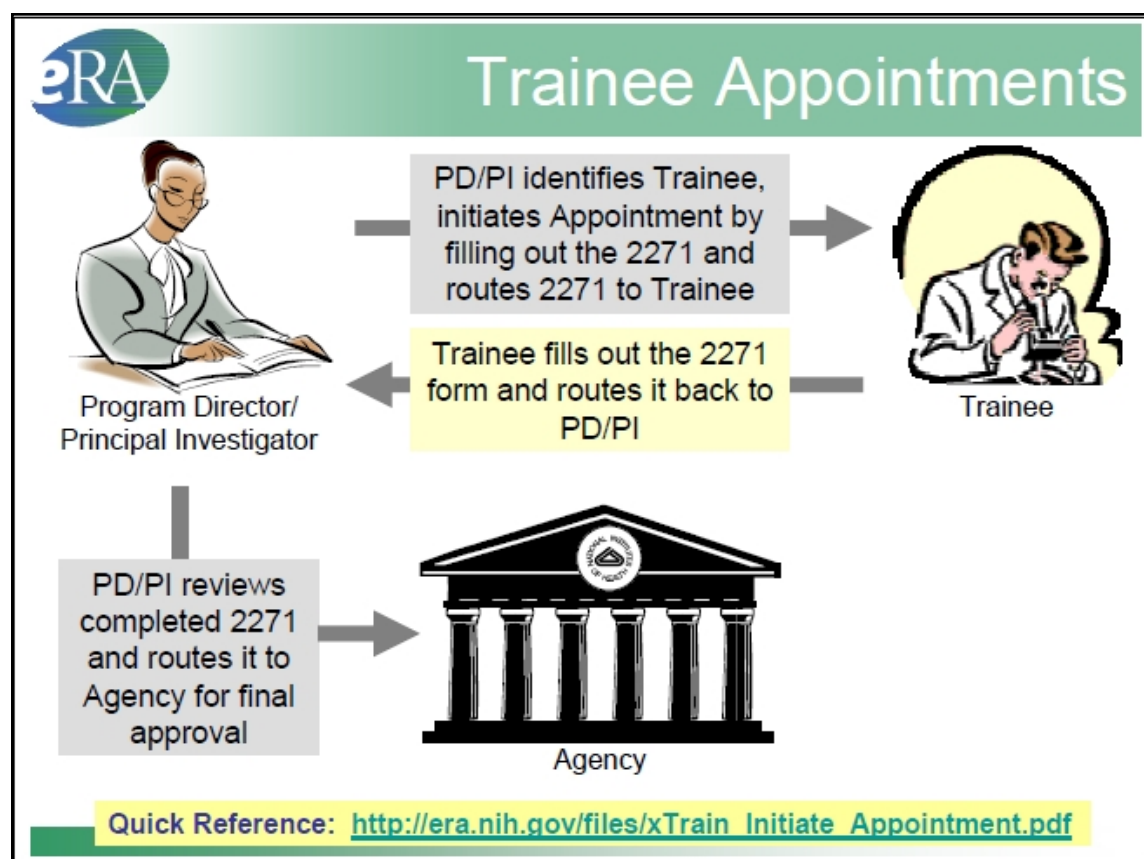
7.1 Create New Appointment by PD/PI

To create an appointment:

1. PD/PI logs into eRA Commons and selects the **xTrain** tab to bring up the *My Grants* screen. PD/PI is presented with a list of his/her grants.
2. PD/PI chooses a grant and clicks the **View Trainee Roster** hyperlink.

3. Click **Create New Appointment** beside the desired grant.

4. Enter the Trainee Commons User ID in the **Trainee User ID:** box then click the **Continue** button. The system associates the Trainee with the grant and displays the *Statement of Appointment* screen.

If the PD/PI does not have the **Trainee User ID:**, click on the **Identify Trainee** hyperlink to enter other search parameters to help locate an existing **Trainee User ID:** or click **Create New Trainee Profile** to create a new trainee profile.

After identifying a Trainee, the PD/PI is presented with a 2271 form with some fields pre-populated from the Trainee's Personal Profile.

In **Education/Career Level**, the PD/PI should specify the trainee's current education level, because this field will not be populated from the Personal Profile.

Here are the Business Rules for bottom portion of the Statement of Appointment Form.

1. Period cannot exceed 12 months and the start date must fall within the budget period.
2. The Stipend level must be entered for everyone except for scholars and participants. Must be appropriate to trainee degree and experience.
3. Users enter salaries/other compensation for a whole or partial year for scholars or participants.
4. Must recalculate date if calendar boxes are used.

For information on the Grant's Policy Statement, please refer to Section 11.3.7, *Initiation of Support*, at this web site. http://grants.nih.gov/grants/policy/nihgps_2013/nihgps_ch11.htm#_Toc271265126

5. The PD/PI fills out the additional required (*) information in the Period of Performance and Support for Period of Performance sections, and clicks Save to save the form.

Additional action buttons appear at the bottom of the form after the initial save. Once the form is complete, click the **Save & Route to Trainee** button. The system will check the form prior to routing. Any identified errors must be corrected prior to routing. Warnings may be addressed at your discretion.

6. Provide comments to be sent via e-mail to the next recipient of the form, and then click the **Continue** button.

NOTE: Comments can also be seen from the Routing History. The **Comments:** text box is limited to 2000 characters.

7. After the *Appointment Initiation Confirmation* notice appears, click the **Done** button.

8. The status of 2271 is changed to **In Progress Trainee**.

After receiving an email about the appointment and logging into xTrain, the trainee reviews and completes the necessary information. The Trainee then routes the 2271 back to the PD/PI.

The system will check the form prior to routing. Any identified errors must be corrected prior to routing. Warnings may be addressed at your discretion. If no errors are encountered, the appointment status becomes In Progress PI.

9. To complete the Appointment, the PD/PI reviews the 2271 form one last time by clicking the **Process 2271** hyperlink, and then clicks the **Save & Submit to Agency** button.

10. Optional comments (up to 2000 characters) can be included in an e-mail message sent to the Agency. If desired, enter comments into the comments field and click the **Continue** button.

11. Click the **I Accept** button.

12. Click the **Done** button, which will record the PD/PIs Electronic Signature, and bring up the *Submit to Agency Confirmation* screen.

13. In addition to confirming the submission of the appointment, the *Submit to Agency Confirmation* screen provides reminders about any further action that may be needed:

   - Pre-doc Appointments – No further action is needed, unless confirmation of permanent residency status is required.
   - Post-doc Appointments:
     ○ For those entering their initial year of Kirschstein-NRSA post-doc support, mail the original signed Payback Agreement (6031) form to the awarding NIH Institute or Center
     ○ Mail confirmation of permanent residency, if needed

14. The xTrain system checks the form. If error free, the form is routed, and the status of 2271 is changed to **Pending Agency Review**.
15. The PD/PI mails any required documentation or forms to the awarding component.
16. The Agency can accept the appointment, place it on hold, hold it for a paper signature, delete it, view the PDF file, or route it back to the Institution by clicking the appropriate button on the screen. These buttons are available, and made active based on roles.

7.1.1 Submit Appointments to the Agency Using the Batch Process

The PD/PI also has the ability to submit appointments to the Agency several at a time through the batch process instead of individually. If there is an error or a warning, the PD/PI is able to review errors and warnings for each appointment. The PD/PI can also enter a comment for each appointment.

To submit Appointments to the Agency through the batch process:

1. Open the *My Grants* screen.

2. Click the **View Pending Submissions** hyperlink for a grant.

The Pending Submissions screen appears.

3. Click the **Select All** button to choose all of the pending submissions or select the check box for a particular record.
4. Enters comments as necessary per record.

4. Click the **Submit** button.

NOTE: If a validation error is generated for one appointment, amendment or re-appointment in the batch, the PD/PI is presented with an option to de-select this appointment, amendment or re-appointment from the batch and re-submit all other appointments that do not have errors or that only have warnings.

7.2 Process New Appointment by Trainee

Trainee users are brought to the *Trainee Appointments and Terminations* screen when the **xTrain** tab is selected.

Click the **Process 2271** hyperlink to access the Appointment form. The 2271 form is opened and pre-populated with personal information pulled from the Trainee Profile and appointment information entered by the PD/PI.

If applicable, the Trainee must select the appropriate Specialty Boards and indicate if enrolled in a dual-degree program.

Prior Kirschstein-NRSA Support information is pulled from the profile. To correct or update this information, go to Admin - Account - Verify NIH Support and enter a grant number. It is here that

the Trainee would review the remaining information on the form and contact their PD/PI with any concerns.

If time does not permit, or if all required (*) information is not readily available, the Trainee can click the **Save** button at any time and complete the form later if need be. Once complete the Trainee should click the **Save & Route to PI** button to continue the Appointment process.

When the Trainee clicks the **Save & Route to PI** button, the system will validate the information contained in the 2271 form and will flag any Errors or Warnings found. Errors must be corrected before the Appointment is routed. Warnings are corrected at your discretion.

Optional comments (up to 2000 characters) can be included in e-mail message sent to PD/PI. Once any comments have been entered click the **Continue** button.

The *Route to PI Confirmation* screen will record your electronic signature when you click the **I Accept** button.

Click the **Done** button to finish. xTrain will then change the **Appointment Status** to **In Progress PI**.

7.3 Reappointments

Trainees whose appointments are coming to an end can be reappointed to grants that have future award years.

NOTE: If the preceding appointment was submitted via a paper form, then a new appointment has to be completed rather than a reappointment.

To reappoint a Trainee:

1. Access the xTrain module.
2. Access the *Trainee Roster* screen.
3. Click the **Re-Appoint 2271** hyperlink for the specific Trainee appointment line item.

The system displays the *Statement of Appointment* screen. There is a Grant or Supplement Available for Re-Appointment drop down from which the PD/PI must select the appropriate grant or supplement to which the trainee can be appointed.

Follow the steps for Appointments, but here are some key things to note while completing the form:

1. The **FROM** date should be within the budget period of the grant for the reappointment.
2. The format of the date fields is MM/DD/YYYY.
3. After the dates are entered, press the **Save** button to have the stipend amounts for the new fiscal year appear in the drop-down menu.
4. Select the appropriate stipend amount.

NOTE: For partial years, the stipend amount can be adjusted. No commas or decimals are allowed in the **Stipend Amount** field.

5. After all required fields are entered for the re-appointment, follow the steps for routing and submitting the re-appointment in the Appropriate section.

NOTE: Reappointments follow the same process as Appointments. To access the Re-Appoint 2271 form, if necessary, click http://grants.nih.gov/grants/forms.htm. To access the Re-Appoint 2271 form's instructions, if necessary, click http://grants.nih.gov/training/phs2271.doc.

7.4 Amendments

Once an appointment is accepted by the Agency, an amendment is required in order to change any of the following items:

- Name
- Permanent Mailing Address
- Appointment Period
- Support from the Grant

NOTE: Some changes, such as name or mailing address, will also need to be updated by the Trainee under Personal Profile within eRA Commons.

The user must be a PD/PI or Delegate (ASST) to amend a 2271. To create an Amendment:

1. Click the Amend 2271 hyperlink on the Trainee Roster screen in xTrain.

NOTE: Only appointments can be amended. Fellowships cannot be amended.

2. The original 2271 as it was submitted will be displayed.
3. When you view the 2271 PDF file, there will be an Amendment section appended at the end.

If a Kirschstein-NRSA research training appointment is ending earlier than initially planned, the PD/PI should initiate a Termination, which will automatically amend the appointment and capture the new end date.

For institutional career development and other non-NRSA appointments ending early, the PD/PI should document the new appointment end date by amending the appointment, unless specifically instructed to use the Termination Notice by the NIH awarding Institute and/or Center (IC). Refer to Section on Terminations for additional information.

IMPORTANT: Original Appointment

NOTE: The Amendment Section appears at the bottom of the PDF.
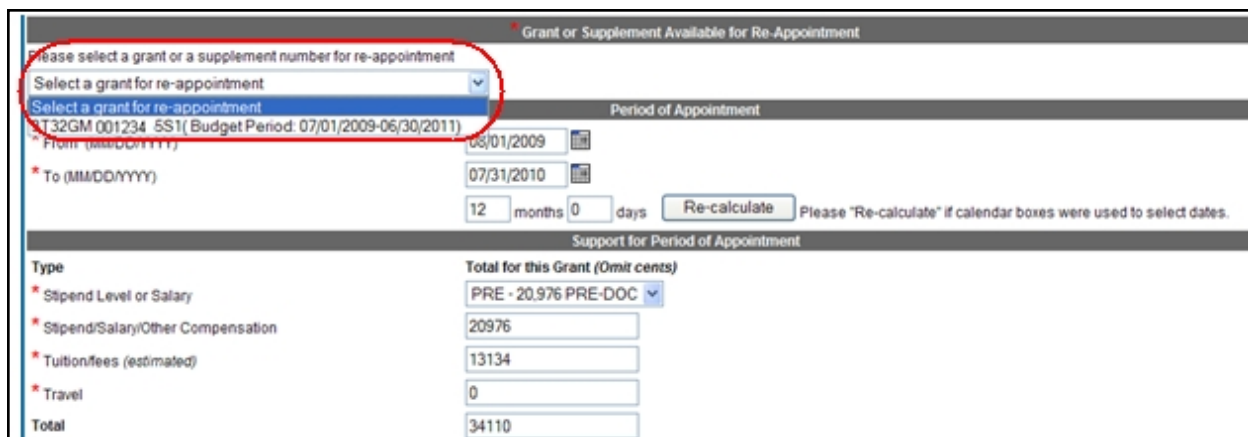
4. Make the desired updates by entering them into the Editable Amendment section.
5. Click Save.

NOTE: Amendments follow the same process as Appointments.

7.4.1 ARRA - Ability to Reappoint Trainee to a Supplement

xTrain will now look at both the support year of the grant and the suffix code. The system will have the capability to reappoint a Trainee to a supplemental year as well as the next award year. To perform this action, the user will now have a drop-down selection of grant numbers to which the Trainees can be reappointed, but only on the Reappointment form. The system will also allow reappointment of the Trainee to the current year if the current year is for an ARRA-funded grant.

Additionally, the Trainee Roster can now be sorted so that the newest grant is listed first and the oldest grant is listed last.

8 Terminations

The Termination Notice documents the termination of NRSA fellowships and appointments to NRSA training grants.

It may also be used to document the termination of appointments to non-NRSA institutional research training programs (e.g., NLM T15's), research education awards (e.g., R25), and institutional career development awards (e.g., K12).

For non-NRSA awards, please refer to the Funding Opportunity Announcement or Notice of Award to determine whether a termination notice is required.

Note that the flow below is for institutional research training programs. The flow for terminating fellowships, career development awards and research education awards, if applicable, differs.

Quick Reference: http://era.nih.gov/files/termination_appointment.pdf

Termination Process Flow

8.1   Who Can Initiate/Submit Termination Notices

xTrain users with the following eRA Commons roles can initiate a termination notice:

- Principal Investigator (PI) – this role includes Fellows
- Assistant (ASST) with a PD/PI xTrain-delegated role
- Business Official (BO)
- Sponsor (for fellowships)
- Sponsor Delegate (for fellowships)

Only the BO can submit a Termination Notice (TN) to the Agency for NRSA appointments and fellowships.

Only the PD/PI can submit a Termination Notice for career development awards (e.g. K12, KL2, and KM1) and research education awards (e.g. R25, R90). The BO is not involved.

For Federal and Foreign fellowships, the PD/PI (Fellow), and the Sponsor can submit the Termination Notice. For more information see Appendix B – Termination Notice (416-7 Form).

8.2   Initiate a New Termination Notice for Appointments– PD/PI

To initiate a Termination Notice as a PD/PI:

The PD/PI logs into eRA Commons and selects the **xTrain** tab that displays the *My Grants* screen. The PD/PI is presented with a list of his/her grants.

The PD/PI chooses a grant and clicks on the **View Trainee Roster** hyperlink.

The PD/PI locates the trainee on the *Trainee Roster* screen and clicks the **Initiate TN** hyperlink.

NOTE: The **Initiate TN** hyperlink in the **Action** column of the **Trainee Roster** screen will not display if there is an existing WIP appointment for the same Trainee.

The PD/PI is then presented with a Termination Notice (Form 416-7) with some fields pre-populated with already available data from the system.

NOTE: For form completion instructions and the form itself click
http://grants.nih.gov/grants/funding/416/phs416-7.pdf.

NOTE: The PD/PI must select the name of the Business Official (BO), who will submit the termination notice to the agency.

Here are some key things to note before completing the form:

1. The Termination Date format is MM/DD/YYYY.
2. No commas or decimals are allowed in the Amount of Stipend/Salary field.
3. All comment text boxes are limited to 2000 characters.
4. The Termination Notice can only be modified once.
5. Only the Business Official (BO) can submit the Termination Notice to the Agency for NRSA appointments and fellowships. For career development awards (e.g. K12, KL2, and KM1) and research awards (e.g. R25, R90), only the PD/PI can submit the termination notice.

8.2.1 Early Terminations

If a Trainee terminates early, only the Appointment that is being terminated, as well as all previous Appointments, will get terminated with the early termination date. Any future Appointments, including the ones in the same budget period, will not get terminated.

NOTE: Only whole numbers are allowed in the **Amount of Stipend Salary** field.

If the Appointment is ending earlier than initially planned, use the **Modify Termination Date** button to adjust the last Appointment period. The system will automatically amend the Appointment End Date and will recalculate the stipend.

NOTE: When the end date is modified, and the appointment is for a partial year, sometimes the recalculated stipend amount will differ from the stipend amount calculated by the institution. The institution can modify the stipend based on its calculation. The Agency will approve the modified stipend, if it is within an appropriate range.

NOTE: The **Termination Date** format is MM/DD/YYYY.

Modify Termination Date

You are requesting to modify the Termination Date. Note that you can only change this Date to shorten the last Trainee Appointment period. Upon acceptance of the Termination Notice form by Agency, the system will automatically amend the last appointment end date and re-calculate the stipend amount for the last appointment. The system will pre-populate a recalculated stipend amount into the enterable field on the Termination Notice Form (you will see it as soon as you click Continue on this screen), and you can further modify the stipend amount right on that screen

* Termination Date

[Continue] [Cancel]

1. The PD/PI fills out additional required (*) information and then clicks the **Save** button. The status of the TN is changed to **In Progress PI**.

If known, enter position title, organization, and related information

Position Title:
Name of Organization:
City:
State: [Select State]

Post Award Mailing Address

Street:
City:
State: [Select State]
ZIP:
Email:

Other Relevant PHS Support

* National Health Service Corps Scholarship: No. of Months: [0]
* Kirschstein-NRSA: No. of Months: [0]

If the trainee has previously received support from other Kirschstein-NRSA training grants or fellowships, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please contact the eRA Service Desk.

Grant Number	From	To	ARRA

Is the trainee currently participating in NIH Loan Repayment Program?
○ Yes ◉ No

[Save] [Cancel]

2. To continue to process the TN, scroll down to the bottom of the form where additional buttons now appear or you can open the form later from the *Trainee Roster* screen as described below.

3. From the *Trainee Roster* screen, the PD/PI clicks the **Process TN** hyperlink to open the form. If time does not permit, or if all required (*) information is not readily available, the PD/PI can click the **Save** button at any time and complete the form later if need be. Once

complete the PD/PI should click the **Save & Route to Trainee** button, which is now visible on the bottom of the *Trainee* screen to send the form to the Trainee.

4. The PD/PI is given an opportunity to provide comments (up to 2000 characters) to be included in the e-mail message that will be sent to the Trainee. If desired, enter comments and then click the **Continue** button.

Provide Comments

you would like to send comments by e-mail to the next recipient of this form, please insert them below.

Comments:
I have enjoyed your participation with our training program. Please complete this Termination Notice and route it back to me to close out your Appointment.

Cher D. Money

Continue   Cancel

5. When the *Termination Notice Confirmation* screen appears, click the **Done** button.

Termination Notice Confirmation

The Termination Notice was successfully routed and Email about this action was sent to Trainee

Done

6. At this point, the status of the Termination Notice (TN) is changed to **In Progress Trainee**. If no action is taken by Trainee in 14 business days, the system will automatically route the form back to the PD/PI, send a notification to PD/PI, and change the status of the TN to **In Progress PI**.

| Dale, Chip N. | 2003 07/01/2003 03/31/2004 03/15/2004 | Yes | POST-DOC | Accepted | Paper | In Progress Trainee | Electronic | TN: Dale,Chip N. | View 2271 View TN View Payback | - Amend 2271 - Re-Appoint 2271 - Term Notice |

NOTE: The PD/PI should make every effort to have the Trainee update their Personal Profile screen within Commons, specifically update their email address with their new (forwarding) email

address, before the Trainee leaves the Institution. Otherwise, the PD/PI needs to know, and be able to provide, a forwarding email address for the Trainee to be entered within the Termination Notice.

7. From the *Trainee Roster* screen, the PD/PI should click the **Process TN** hyperlink to open the form once the trainee fills out the required information.

8. PD/PI reviews the form and clicks the **Save & Route to BO** button at the bottom of the screen to send the form to the BO.

9. PD/PI is provided opportunity to provide comments (up to 2000 characters) to be included in e-mail message sent to BO. If desired, enter comments and then click the **Continue** button.

10. Click **I Certify** button. This will record your electronic signature.

11. Click the **Done** button.

12. Status of TN is changed to **In Progress BO**.

8.3   Process Termination Notice – Trainee

To process a Termination Notice as a Trainee:

1. From the *Trainee Appointments and Terminations* screen, the Trainee clicks the **Process TN** hyperlink to access the form.

2. The Termination Notice is opened and pre-populated with information pulled from the Trainee profile and data previously entered by the PD/PI.

Termination Notice - Ruth L. Kirschstein National Research Service Award

Project Number: T32 MH 312008
Termination Status: In Progress Trainee <u>View Routing History</u>
Project Title: XTRAIN DEMO TRAINING GRANT
Institution: UNIVERSITY OF PENNSYLVANIA
PD Name: Money, Cher D

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*indicates required field   **PHS 416-7**   OMB No. 0925-0002

Trainee Personal Information

Before a research training appointment is terminated, trainees should review and update their personal information by using the Personal Profile link at the top of this page. Except for the e-mail address, personal information may only be entered or modified by the trainee.

Last Name, First Name, MI: Dale, Chip N.
SSN: 000005555

Address Line 1: Acorn lane
Address Line 2: Dr 2
Address Line 3: Lane 99
Address Line 4:

City, State, ZIP: Acorn, IN, 23121
Country: UNITED STATES

* **Email:** eRAStage@mail.nih.go
Phone: 1564454445
Fax:

Degree(s) Earned/In Progress	Completion Date	Major	Minor	Degree Completed?
BA	03/2004	/		Y
MD	06/2011	/		N

Termination Date and Business Official submitting the Termination Notice to NIH

Termination Date: 03/15/2004	Business Official: Happy, IDA

Total Kirschstein - NRSA Support Under This Award

Support Year	Start Date	End Date	Amount of Stipend	Standard Stipend Amount	Number of	
					Months	Days
Year 1	07/01/2003	03/31/2004	24225.0	25,650.00	9	0
		Totals:	24225.00			

Training Received

*

Provide a summary of training received and research undertaken during trainee tenure. List publications, if any, resulting from the research during this period. List grants and career awards pending and received. *If training appointment is being terminated early, state reason.* (2000 characters maximum)

- OR -

Upload PDF File

[   ] Browse...

Post Award Information

Activity	Organization	Type of Position
○ Further Education/Training	○ Academic	○ Student
○ Teaching	○ Industry	○ Resident/Clinical Fellow
○ Research	○ Government	○ Postdoctoral Researcher
○ Administration	○ Hospital	○ Research Scientist (non faculty)
○ Clinical Practice	○ Non-profit	○ Faculty: Tenure-Track
○ Unknown	○ Unknown	○ Faculty: Other
○ Other [ ]	○ Other [ ]	○ Clinical Staff/Private Practice
		○ Unknown
		○ Other [ ]

A summary of the **Training Received** and research undertaken by the Trainee is added to the Termination Notice either in the **comment** field or via a file upload. To upload a file, click the **Browse** button and select the desired PDF formatted file from your personal file directory.

Training Received

*

Provide a summary of training received and research undertaken during trainee tenure. List publications, if any, resulting from the research during this period. List grants and career awards pending and received. *If training appointment is being terminated early, state reason.* (2000 characters maximum)

- OR -

Upload PDF File

[   ] Browse...

Post Award Information

3. The Trainee fills out the required (*) Termination Notice (TN) information and clicks the **Save & Route to PI** button. The system will run a quick validation process and present any errors or warnings to be addressed by the trainee before it is routed to the PI. If all required fields are complete, the form is routed to the PI and the Trainee's electronic signature is recorded and the Termination Status is changed to **In Progress PI**.

NOTE: The Trainee's mailing and email address need to be ones where they can be reached after their training has been terminated.

4. Additionally, the trainee should update their information in the **Personal Profile** section within Commons and should know how to contact the Service Desk if the list of prior Kirschstein-NRSA support is incorrect.

5. The Trainee is provided an opportunity to provide comments. **Comments:** (up to 2000 characters) will be included in an e-mail message sent to the PI. Click Continue.

6. Click the **I Certify** button. This will record your electronic signature.

7. Click the **Done** button.

8. The status of the TN is then changed to **In Progress PI**.

If no action is taken by the PI within 14 business days, the system will automatically route the form to the Business Official (BO), send a notification to the BO, and change the status to **In Progress by BO**.

NOTE: If a TN is sent back to an Institution by the Agency and the TN has a status of **In Progress BO**, the PI is able to recall the TN.


NOTE: The PD/PI should make every effort to have the Trainee update their *Personal Profile* screen within Commons, specifically update their email address with their new (forwarding) email address, before the Trainee leaves the Institution.

8.4 Process New Termination Notice – BO

To create a Termination Notice as a BO:

1. xTrain users with the BO role are brought to the grants search screen when the **xTrain** tab is selected. Provide search criteria such as the PDs last name, and click the **Search** button.

2. Select the **View Trainee Roster** hyperlink.

3. From the *Trainee Roster* screen, BO clicks the **Process TN** hyperlink to open the form.

---

4. BO reviews TN and clicks the **Save & Submit to Agency** button at the bottom of the screen.

5. BO is provided opportunity to provide comments (up to 2000 characters) to will be included in e-mail message sent to the Agency. If desired, enter comments and then click the **Continue** button.

6. Click the **I Certify** button. This will record your electronic signature.

7. Click the **Done** button.

NOTE: The Business Official (BO) is the only one who can submit a Termination Notice (TN) to the Agency for final processing and acceptance.

---

8. Status of TN is changed to **Pending Agency Review**.

9. Agency can Approve the TN, Place on Hold, or Return to Institution with comments.

8.5 Terminating Fellowships

Users can also initiate and submit termination notices for fellowships via xTrain. Once the Fellowships are terminated, they will be automatically closed. As with training appointments, institution users will be able to terminate Fellowships early. Internal users will not be able to accept the TN until the Fellowship award is revised to show the new end date.

8.5.1 Initiating a Termination Notice for Fellowships
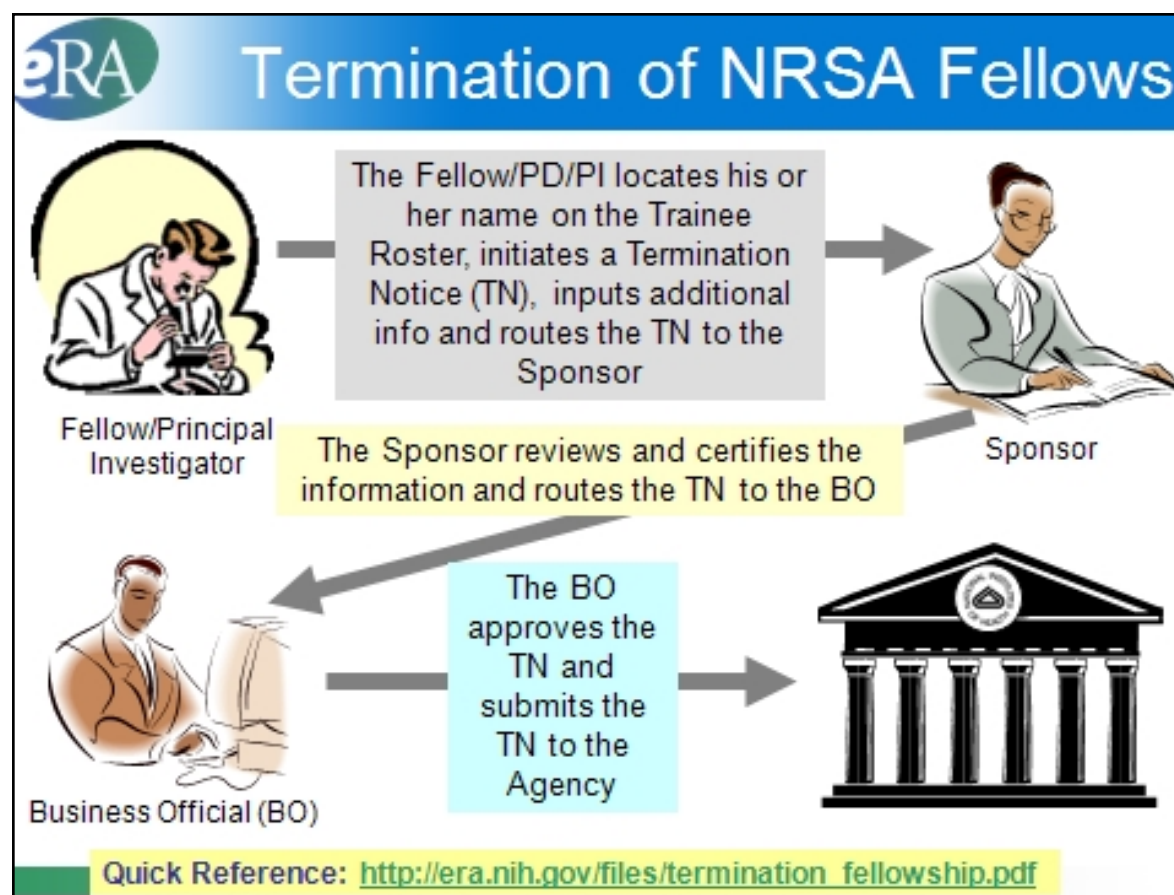
The Termination Notice for a Fellow can be initiated by the PD/PI (Fellow), Business Official (BO), Sponsor or Sponsor Delegate. The flow diagram indicates the preferred process: the Fellow initiates the termination notice; the Sponsor routes and certifies it; and the Business Official submits it to the Agency.

The individual that initiates the award termination is the *user*.

- The user locates the most recent Fellowship on the Trainee Roster screen.
- The user selects the Initiate TN hyperlink for the appropriate Fellowship to be terminated.
- The user is presented with a Termination Notice (PHS 416-7) with fields pre-populated with data from the eRA system.
- The Modify Termination Date button within the Termination Notice can be used for early terminations of the Fellowship.
- The user reviews the Termination Notice and makes any necessary edits/additions (such as updating the email address of the PD/PI (Fellow) and entering/uploading the training

provided), selects the BO who could Submit the form, and then presses Save to retain the form.

NOTE: For Federal or Foreign (the Institution is outside the US) Fellowships, the PD/PI (Fellow), and the Sponsor, as well as the BO can submit the Termination Notice.

- The Termination Status is set according to the role of the individual who initiated it: *Either In Progress PI*, *In Progress Sponsor*, or *In Progress BO*.

NOTE: Additional action buttons appear at the bottom of the form.

- The user decides who will be the next reviewer of the Termination Notice, and routes it to that individual.
    - The Fellow can route it to either the Sponsor or the BO. The Termination Status is set to either In Progress Sponsor or In Progress BO, depending on who will be the next reviewer.
    - NOTE: It is preferable that the Fellow route the Termination Notice to the Sponsor.
    - The Sponsor can route it to either the Fellow or the BO. The Termination Status is set to either In Progress PI or In Progress BO, depending on who will be the next reviewer.
    - At least one individual in addition to the person who initiated the Termination Notice should review the Termination Notice.
    - The system runs the validation process and presents any errors or warnings to be addressed. Any errors must be corrected prior to routing. If error-free (warnings are OK), the form is routed. The Electronic Signature of the user is recorded, and the Termination Status is changed to that of the next reviewer.
    - Except for Foreign or Federal Fellowships, the Fellowship must be routed to the BO for submission to the Agency.

NOTE: (If no action is taken):

- Termination Notices are automatically routed from the Sponsor to the BO after 14 days
- Termination Notices are automatically routed from the PD/PI (Fellow) to the BO after 14 days

8.5.2 The BO Reviews and Submits the TN to the Agency

- The BO logs into eRA Commons, selects the **xTrain** tab and is presented with a Search screen. The BO enters search criteria and clicks Search. The BO selects the **View Trainee**


Roster hyperlink for the grant.

- From the *Trainee Roster* screen, the BO clicks the **Process TN** hyperlink to open the form. The BO reviews the TN and clicks the **Save & Submit to Agency** button.
  - The system runs the validation process and presents any errors or warnings to be addressed by the BO.
  - If error-free (warnings are OK), the form is submitted, the BO's Electronic Signature is recorded and the **Termination Status** is changed to **Pending Agency Review**.

8.5.3 The Agency Processes the TN

1. The Agency can accept the Termination Notice or return it with comments.
2. The Agency cannot immediately accept the TN if the end date of the Fellowship was modified and the stipend does not agree with the Notice of Award (NoA). In such a situation, the Agency user has to put the Termination Notice on hold until the NoA is modified

9 Other Functions

Like most actions taken within the eRA Commons system, most functions are based on user roles and the associated authority as it relates to a specific role.

9.1 Delegation – ASST Role

A PD/PI can delegate to an Assistant the authority to perform all xTrain-related functions on their behalf except for the authority to submit Appointments, Amendments and Reappointments to the Agency.

ASSTs with xTrain delegation can perform all other PD/PI functions prior to submission. ASSTs will receive the same e-mail notifications as the PD/PI.

eRA Commons allows PD/PIs to delegate several types of authority (e.g., PPF, Progress Report, xTrain, Status). Currently, each type of authority must be delegated separately.

The institution's Signing Official (SO) must add the ASST role to the individual's existing eRA Commons account or create an eRA Commons account with the ASST role for the individual if he/she does not already have an account.

9.1.1 Assign Delegation

1. After logging into Commons, PD/PI selects the **Admin** tab in the blue navigation bar across the top of the screen. Then select the **Delegation** sub-menu.

The system displays the *My Delegates* screen.
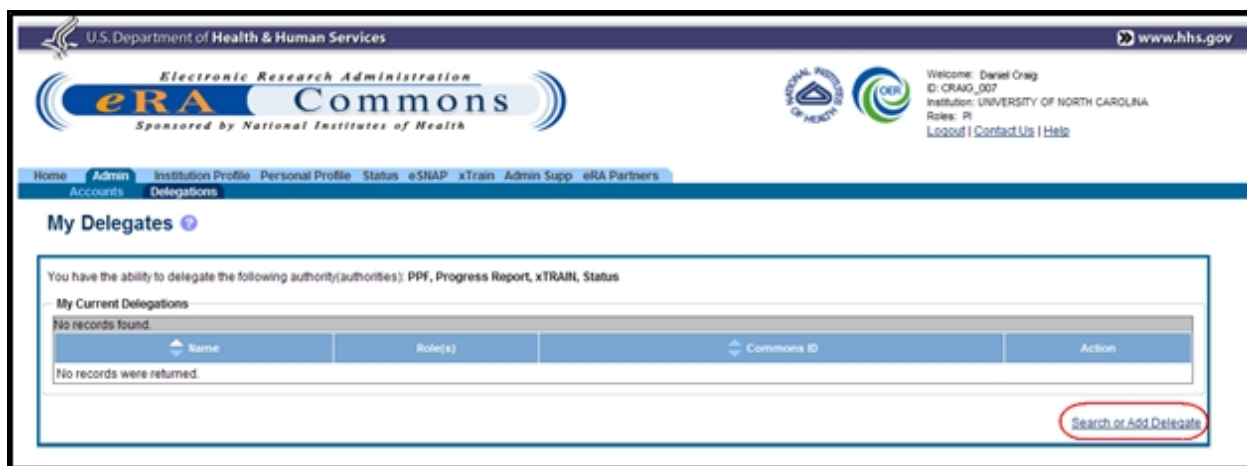
2. Click the **Search or Add Delegate** hyperlink.
3. Search for the appropriate person and click the **Select** button to select the appropriate person on the *Search for Delegates* screen.

The *Delegate Authority (Authorities)* screen appears.

4. Check the **xTrain** box and click the **Save** button on the *Delegate Authority (Authorities)* screen.

For more information on delegations, refer to the section titled *Delegations* in the Commons user guide located at http://era.nih.gov/docs/COM_UGV2630.pdf.

9.1.2 Remove Delegation

1. In Commons the PD/PI selects the **Admin** tab in the blue navigation bar across the top of the screen and selects the **Delegations** sub-menu tab.
2. On the *My Delegates* screen, the PD/PI selects the appropriate user.
3. On the *Delegate Authority (Authorities)* screen, the PD/PI un-checks the **xTrain** box and clicks the **Save** button.

For more information, refer to the section titled *Delegations – Remove Delegations* in the Commons user guide located at http://era.nih.gov/docs/COM_UGV2630.pdf.
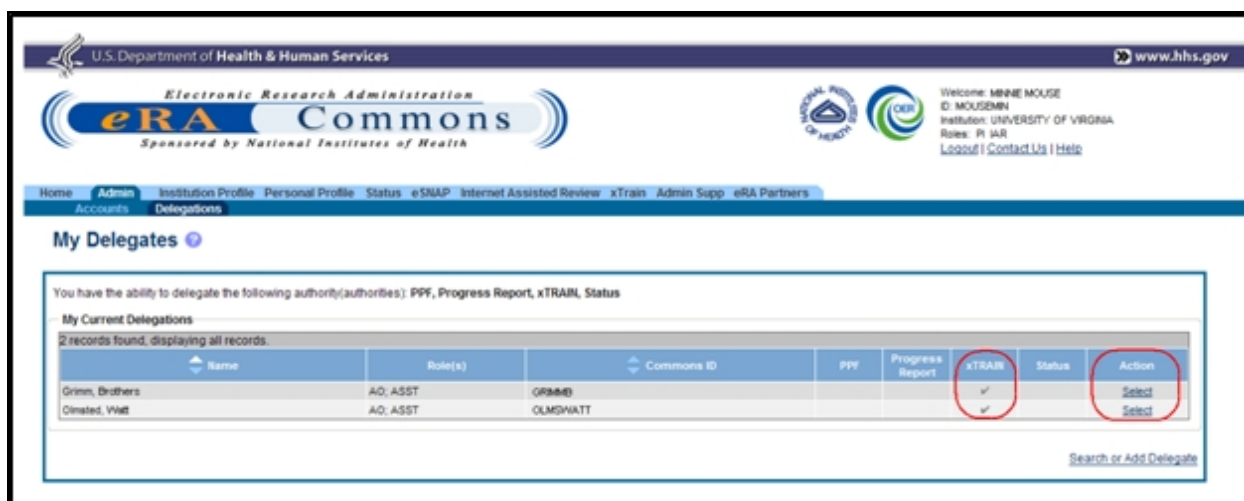
9.2 Training Grants

9.2.1 View Training Grants for SO/BO

For users with the SO or BO roles, the **List of Grants** screen displays as shown in the *List of Grants* search screen below.

To view the *List of Grants* screen:

1. Access the Commons system at https://commons.era.nih.gov/commons/.
2. Click the **xTrain** navigation tab.

The *List of Grants* screen displays training grant query parameters.

3. Complete the appropriate text boxes and click the **Search** button.

The system displays query results as a list of training grants.

NOTE: All projects displayed represent awarded training grants.

9.2.2 Viewing Training Grants for More than one PD/PI

An Assistant (ASST) can have xTrain privileges delegated from more than one PD/PI. These users can view training grants assigned/associated to each delegating PD/PI.

For an ASST with multiple delegated privileges, xTrain displays the *My Grants* screen with a drop-down box listing PD/PI names.

The *My Grants* screen displays a list of PD/PI names.

Select a PD/PI name from the drop-down list.

The *Grant Summary* screen displays a list of grants for the selected PD/PI.

9.3 View 2271 and View TN PDF

Any xTrain user can click **View 2271** PDF hyperlink or **View TN** PDF hyperlink on the *Trainee Roster* screen to look at the most recent Appointment or Termination form.

If it is not yet submitted to Agency (or if previously submitted on paper), the system creates the view *on the fly*, pulling the most current information from the profile/database and including any entered data.

If it is already electronically submitted, a snapshot of the form at time of submission is displayed.

The xTrain system displays the most recently OMB-approved form; for historical paper submissions, the form may not look identical to the one submitted.

9.4 View Routing History

The **View Routing History** hyperlink is available throughout many of the xTrain processes. This hyperlink provides event history and includes routing comments. The hyperlink can be accessed

from within forms or from the *Appointment/Termination Status* screen.

NOTE: The text listed under the **Action Comments** field includes information that was entered by users in the *Provide Comments* screen.

9.5 View Grant Summaries

On the *My Grants* and **List of Grants** screens, the grant number is a hypertext hyperlink that takes the user to the *Grant Summary* screen when clicked. To view a grant summary from the *My Grants* or *List of Grants* screens, click the **Grant Number** to access the *Grant Summary* screen.

NOTE: Data entry for previously submitted paper actions may be still in progress.

The *Grant Summary* screen displays.

NOTE: Fields displayed on the *Grant Summary* screen cannot be edited.

9.6 View Trainee Roster

To view the *Trainee Roster* screen from the *My Grants* screens:

1. Click on **View Trainee Roster** hyperlink.

2. Make a selection from the drop down and click the **Go** button.

9.6.1 Trainee Roster Fields

The following are the possible descriptors that can be shown for each of the fields in the Trainee Roster.

(1) Appointment Type:

- New
- Reappointment
- Amendment

(2) Appointment Status:

- Pending Agency Review
- On Hold by Agency
- On Hold by Agency – Waiting Paper Signature
- In Progress PI
- In Progress Trainee
- In Progress BO

(3) Appointment Source:

- Paper
- Electronic

(4) Termination Status:

- In Progress PI
- In Progress Trainee
- In Progress BO
- Pending Agency Review
- On Hold by Agency
- On Hold by Agency – Awaiting Award Revision (for Fellowships only)
- Accepted (When the termination status is "Accepted," the appointment status is "Terminated.")

(5) View:

- View 2271
- View TN
- View Payback

(6) Action:

- Process 2271
- 2271 Form
- Amend 2271
- Initiate TN
- Process TN
- Reappoint 2271 (This only appears when there is an awarded future year for the grant to which the Trainee has not already been appointed.)

Application Trainee/Fellow Name	Appointment Type	FY	Appointment Start Date	Appointment End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	Current Reviewer	View	Action
5T32CA099936-07 (Budget Period: 09/01/2010 - 08/31/2011) Create New Appointment														
Flake, Snow	New	2010	11/01/2010	10/31/2011		No	POST-DOC	In-Progress Trainee	Electronic			2271: Flake, Snow	View 2271 View Payback	- 2271 Form
Tide, High	New	2010	12/01/2010	11/30/2011		No	PRE-DOC	In-Progress PI	Electronic			2271 Money, Cher D	View 2271	- Process 2271
3T32CA099936-06S1 (Budget Period: 09/30/2009 - 08/31/2011) ARRA Funded Create New Appointment														
Gator, Ella	New	2009	09/30/2009	09/29/2010	09/29/2010	Yes	PRE-DOC	Accepted	Electronic	In Progress BO	Electronic	2271: AGENCY TN:Bow, Rain	View 2271 View TN	- 2271 Form - Term Notice

10 Email Messages

10.1 Email Reminders for Time Based xTrain Activities

The following email reminders will be sent to facilitate time based xTrain activities.

10.1.1 Email Reminder to Fellow (PI), Sponsor, Sponsor Delegate, and BO—30 Days Before Fellowship End Date

The system sends an email to the Fellow (PI), the Sponsor, Sponsor Delegate, and the BO if the Fellowship End Date is within 30 days and the Fellowship is not yet terminated and the email has not yet been sent for this Fellowship.

10.1.2 Email Reminder to Fellow (PI), Sponsor, Sponsor Delegate and BO—Fellowship End Date has Passed

The system sends an email to the Fellow (PI), the Sponsor, Sponsor Delegate, and the BO if the Fellowship End Date has passed and the Fellowship is not yet terminated and the email has not yet been sent for this Fellowship.

10.1.3 Email Reminder to Fellow (PI), Sponsor, Sponsor Delegate and BO—Fellowship End Date has Passed 30 Days Ago

The system sends an email to the Fellow (PI), the Sponsor, Sponsor Delegate, and the BO if the Fellowship End Date has passed 30 days ago and the Fellowship is not yet terminated and the email has not yet been sent for this Fellowship.

NOTE: The system sends one consolidated email if multiple records are found that meet the above mentioned conditions.

10.2 Email Notifications to Manage the Termination Process for Fellowships

The following email notifications will be sent in the process of managing Fellowship Termination Notices.

10.2.1 Fellowship TN Routed to Sponsor

The system sends an email to the Sponsor and the Sponsor Delegate anytime the Termination Notice requires more processing.

10.2.2 Fellowship TN is on Hold Awaiting Award Revision

The system sends an email to the BO and the IC Central Mailbox anytime the termination date is modified in xTrain and the award has not yet been modified with the new date.

10.2.3 Fellowship TN Routed to Fellow (PI)

The system sends an email to the Fellow (PI) anytime the Termination Notice requires more processing.

10.2.4 Fellowship TN Submitted to Agency

The system sends an email to the Fellow (PI), Sponsor, and Sponsor Delegate anytime a Termination Notice is submitted to the Agency.

10.2.5 Fellowship TN Routed to BO

The system sends an email to the BO anytime a Termination Notice requires more processing.

10.2.6 Fellowship TN Accepted by Agency

The system sends an email to the Fellow (PI), BO, Sponsor, and Sponsor Delegate anytime a Termination Notice is accepted by the Agency.

10.2.7 Fellowship TN Rejected by Agency

The system sends an email to the Fellow (PI), BO, Sponsor, and Sponsor Delegate anytime a Termination Notice is rejected by the Agency.

10.2.8 Fellowship TN Recalled

The system sends an email to the Fellow (PI), BO, Sponsor, and Sponsor Delegate anytime a Termination Notice is recalled.

10.2.9 Fellowship TN Deleted Email

The system sends an email to the Fellow (PI), BO, Sponsor, and Sponsor Delegate anytime a Termination Notice is deleted.

11 Getting Help

Additional xTrain information, including Quick Reference Sheets, Animated Online Tutorials, and PowerPoint Presentations, can be found on the Training and Career Development Support Page at http://era.nih.gov/training_career/index.cfm.

Users may also request assistance from the eRA Commons Help Desk:

eRA Commons Help Desk
Web: http://ithelpdesk.nih.gov/eRA/ (Preferred method of contact)
Toll-free: 1-866-504-9552
Phone: 301-402-7469
TTY: 301-451-5939
Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

11.0.1 Hyperlinks of Interest:

eRA Commons:

https://commons.era.nih.gov/commons/

eRA Web Site:

http://era.nih.gov

xTrain Web Page:

(Application Launch, Quick Reference sheets, FAQs, Training Materials)

http://era.nih.gov/era_training/xtrain.cfm

Ruth L. Kirschstein National Research Service Award Page:

(Policy Information, Stipend Levels, FAQs)

http://grants.nih.gov/training/nrsa.htm

NIH Forms & Applications:

http://grants.nih.gov/grants/forms.htm

12 Appendix A – Statement of Appointment (Form PHS 2271)

For a printable sample form, along with complete instructions on all fields in the form, see the following:

https://grants.nih.gov/training/phs2271.pdf (to view PDF copy)

https://grants.nih.gov/training/phs2271.docx (to download Microsoft Word copy)

13 Appendix B – Termination Notice (Form 416-7)

For a printable sample form, along with complete instructions on all fields in the form, see the following:

https://grants.nih.gov/grants/funding/416/phs416-7.pdf (to view PDF copy)

https://grants.nih.gov/grants/funding/416/phs416-7.docx (to download Microsoft Word copy)

14 Appendix C – Payback Agreement (Form PHS 6031)

For a printable sample form, along with complete instructions on all fields in the form, see the following:

https://grants.nih.gov/grants/funding/416/phs6031.pdf (to view PDF copy)

https://grants.nih.gov/grants/funding/416/phs6031.docx (to download Microsoft Word copy)

15 Appendix D – Appointment Errors/Warnings Quick Reference

The table below identifies the circumstances (conditions) when errors or warnings occur, the error or warning message provided as a result, and the role of the individual who sees the message on the screen.

NOTE: When the internal user clicks the Validate button, the warnings will appear for that appointment. The errors will not be shown because the appointment cannot be submitted with errors.

#	Condition	Error or Warning	Message	Role Receiving Message
	The Trainee Appointment Period specified exceeds 12 months.	Error	A Trainee Appointment cannot exceed 12 months without prior approval of the awarding agency. Please adjust the Start/End Date of the Appointment or contact the eRA Help Desk for further assistance.	PI
	The Start and End Dates of the New Appointment cannot be within the Start and End Date of the existing Appointment for the Trainee.	Error	There is another existing Appointment for the Trainee on the Grant # [Insert Grant # and the PI Name of the existing Appointment]. The Start and End Dates of the new Appointment cannot be within the Start and End Date of an existing Appointment for the Trainee.	PI
	The Appointment Start Date is not within the Budget Period year of	Error	The Trainee Appointment Start Date should occur within the Budget Period	PI

Table 3: Appointment Errors/Warnings Quick Reference

#	Condition	Error or Warning	Message	Role Receiving Message
	the Associated Grant.		year of the associated grant.	
	The Appointment Start Date should be less than the Appointment End Date.	Error	The Appointment Start Date should be less than the Appointment End Date.	PI
	The Trainee Appointment End Date must be less than or equal to the Project Period End Date.	Warning	The Trainee Appointment End Date must be less than or equal to the Project Period End Date.	PI
	If the Trainee Race, Gender, or Birth Date is not entered…	Error	The Trainee Race, Gender, and Birth Date must be entered. Where available, Do not wish to provide, can be used. The Trainee must enter this information on the Personal Profile screen in eRA Commons.	Trainee/PI**
	If the Ethnicity and/or Disabilities are not entered…	Error	The Trainee Ethnicity and Disabilities must be entered. Where available, Do not wish to provide, can be used. The Trainee must enter this information on the Personal Profile screen in eRA Commons.	Trainee/PI**
	If the Stipend/Salary amount is not entered or is entered but is zero or less. The R25 activity code can have zero stipend/salary.	Error	The Stipend/Salary amount must be entered and be greater than zero.	PI

Table 3: Appointment Errors/Warnings Quick Reference

#	Condition	Error or Warning	Message	Role Receiving Message
	The citizenship indicator for Trainee Profile is not entered.	Error	The Trainee's citizenship must be entered. The Trainee must enter this information on the Personal Profile screen in eRA Commons.	Trainee/PI**
	The grant does not have the activity code T34, the Stipend Level is not PRE-BAC, and the Trainee does not have at least one degree.	Error	At least one Trainee degree must be entered. The Trainee must enter this information on the Personal Profile screen in eRA Commons.	Trainee/PI**
	The Appointment is for a Post-Doc or a Scholar and the Trainee does not have a PhD, MD or at least one equivalent degree.	Warning	The Trainee has not entered a PhD, MD, or equivalent degree required for this Post-Doc or Scholar Appointment. The Trainee must enter this information on Personal Profile screen in eRA Commons.	Trainee/PI*
	The Appointment is for a Pre-Doc and Trainee does not have Bachelor's degree or equivalent degree.	Warning	The Trainee has not entered a Bachelor's degree or equivalent degree required for this Pre-Doc Appointment. The Trainee must enter this information on the Personal Profile screen in eRA Commons.	Trainee/PI*
	The Pre-Doc is receiving more than five years of NRSA support.	Warning	The Pre-Doc may not receive greater than five years of NRSA support without a waiver from the	PI

Table 3: Appointment Errors/Warnings Quick Reference

#	Condition	Error or Warning	Message	Role Receiving Message
			awarding agency.	
	The Post-Doc is receiving more than three years of NRSA support.	Warning	The Post-Doc may not receive greater than three years of NRSA support without a waiver from the awarding agency.	PI
	The Trainee profile indicates Federal Debt with no explanation provided.	Error	The Trainee has Federal Debt indicated in the Trainee-Specific section of their Personal Profile. An explanation for the Federal Debt must be provided.	Trainee
	If the Appointment Period (difference between Start and End Dates) is less than nine months and activity code is not T35…	Warning	No Trainees may be appointed for less than nine months unless the Training grant was designated for short-term training positions or prior approval was granted by the awarding agency.	PI
	If Trainee Profile is missing a SSN…	Warning	No SSN has been entered in the Trainee Personal Profile. The Trainees are asked to voluntarily provide their SSN information to aide in the processing of the Trainee Appointments by providing the agency with vital information necessary for accurate identification.	Trainee/PI**
	For a new Appointment	Error	The Save & Submit	PI

Table 3: Appointment Errors/Warnings Quick Reference

#	Condition	Error or Warning	Message	Role Receiving Message
	that has not previously been routed to the Trainee, if the PI tries to submit the 2271 Form to the agency.		function failed. The 2271 Form must be routed to the Trainee prior to submission to agency. NOTE: The Save & Route to Trainee button appears at the bottom of the screen after the PI invites or re-invites the Trainee to register in eRA Commons AND the Trainee follows the e-mailed registration instructions.	
	If the grant is aT35 and the number of months between the Appointment Start and End Dates is less than two months…	Warning	If the grant Activity Type is T35 then the Appointment Period should not be less than two months.	Trainee/PI**
	If the grant is a T35 and the number of months between Appointment Start and End Dates is more than three months…	Warning	If the grant Activity Type is T35 then the appointment period should not exceed three months.	Trainee/PI**
	The activity code for the grant is T34 and the Trainee has any type of degree.	Warning	Because the Trainee has a degree, confirm the Trainee's eligibility for the T34 Appointment.	Trainee/PI** This warning exists in xTrain only so there is no need for

Table 3: Appointment Errors/Warnings Quick Reference

#	Condition	Error or Warning	Message	Role Receiving Message
				the Edit Checker validation procedure.
	If the Appointment Period (difference between Start and End Dates) is less than eight weeks and the activity code is RL5, RL9, R90 or R25…	Error	For RL5, RL9, R90 and R25 activity codes, xTrain does not accept Appointments if the Appointment Period is less than eight weeks.	Trainee/PI**
	For RL5, RL9, R90 and R25 activity codes, if the Non-Resident is selected on Trainee Personal Profile…	Warning	Please make sure you are following the FOA instructions regarding citizenship requirements.	Trainee/PI**
	If the Appointment is for a Participant and no degree is specified…	Warning	No degree information has been entered on Personal Profile screen in eRA Commons.	Trainee/PI**
	For RL5, RL9, R90 and R25 activity codes and the Field of Research Training (FOT) is not specified…	Warning	The Field of Research Training (FOT) or Career Development is not entered.	Trainee/PI*
	For all activity codes except for R25, R38, RL5, RL9, and R90, if Non-Resident is selected on the Trainee Personal Profile…	Error	The Appointed individuals must be citizens, non-citizen nationals of the United States, or lawfully admitted permanent residents.	Trainee/PI**

Table 3: Appointment Errors/Warnings Quick Reference

16 Appendix E – User Role Functions

Function	PD/PI	Assistant	Sponsor	Sponsor Delegate	BO	SO	Trainee
Delegate xTrain Authority PD/PI (except for fellows) can designate a delegate to perform xTrain specific functions on their behalf (ability to submit to agency specifically withheld) A Sponsor can also can designate a delegate to perform xTrain specific functions on their behalf (ability to submit to agency specifically withheld)	X		X				

Table 4: User Role Functions

Function	PD/PI	Assistant	Sponsor	Sponsor Delegate	BO	SO	Trainee
Identify Trainee Facility to locate an existing eRA Commons profile for a Trainee	X	X	X	X		X	
View Trainee Roster Access to the Trainee Roster of specific grant	X Own	X Delegated PIs	X Fellows	X Fellows	X Institution	X Institution	
View List of Grants Provide list of grants based on provided search criteria	X Own	X Delegated PIs	X Fellows	X Fellows	X Institution	X Institution	
View Grant Summary Read-only access to the cumulative grant data, such as short term, pre-doc, and post-doc slot allocation and accepted slots within a	X	X	X	X	X	X	

Table 4: User Role Functions

Function	PD/PI	Assistant	Sponsor	Sponsor Delegate	BO	SO	Trainee
given overall grant, for each support year of the grant							
View Routing History Read-only access to routing history for Appointments and Terminations Notices (TNs)	X	X	X	X	X	X	X
View Own Appointments and Terminations Access to list of Appointments and TNs							X
Process 2271 (Appointment) Ability to interact with the electronic 2271 form							

Table 4: User Role Functions

Function	PD/PI	Assistant	Sponsor	Sponsor Delegate	BO	SO	Trainee
Initiate New Appointment	X	X					
Enter Data	X	X					X
Route New Appointment to Trainee	X	X					
Route New Appointment to PI							X
Delete Appointment (not yet submitted)	X	X					
Initiate an Amended Appointment	X	X					
Initiate Re-appointment	X	X					
View form in PDF format	X	X	X	X	X	X	X
Submit New Appointment to Agency	X						
Process TN (Termination Notice) Ability to interact with the electronic							

Table 4: User Role Functions

Function	PD/PI	Assistant	Sponsor	Sponsor Delegate	BO	SO	Trainee
TN							
Initiate Termination Notice	X	X	X	X	X		
Enter Data	X	X	X	X	X		X
Route Termination Notice to PD/PI (includes Fellows)			X Fellows	X Fellows	X		X
Route Termination Notice to Trainee	X	X			X		
Route Termination Notice to BO	X	X	X	X			
Delete TN (not yet submitted)	X	X	X	X	X		
View form in PDF format	X	X	X	X	X	X	X
Submit to Agency	For some activity codes only		X For foreign and federal fellowshi		X		

Table 4: User Role Functions

Function	PD/PI	Assistant	Sponsor	Sponsor Delegate	BO	SO	Trainee
			ps only				
Recall (if not submitted to Agency) Previous reviewer can recall form from current reviewer	X	X	X	X	X		X
Validate Run validation process to identify form errors/warnings	X	X	X	X	X		X

Table 4: User Role Functions

NOTE: Assistant has been delegated authority by PD/PI